

EMPLOYEE APPLICATION FOR REIMBURSEMENT OF EXPENSES INCURRED UPON SALE OR PURCHASE OF RESIDENCE UPON CHANGE OF OFFICIAL STATION

I. Employee information:

Name:	Mailing address:	Purchase Sale	
<b>Sale</b>		<b>Purchase</b>	
Complete address of residence:		Complete address of residence:	
Price:		Price:	
Date of closing or settlement:		Date of closing or settlement:	
Amount claimed:		Amount claimed:	

II. Employee certification:

**SALE:**

I hereby certify that the amount claimed in connection with the above sale represents only amounts actually paid by me and that title to the property was in my name and/or a member of my immediate family and was my residence when first definitely informed of my transfer.

Signature of employee: \_\_\_\_\_ Date: \_\_\_\_\_

**PURCHASE:**

I hereby certify that the amount claimed in connection with the above purchase represents only amounts actually paid by me and that title to the property was in my name and/or a member of my immediate family and is my residence.

Signature of employee: \_\_\_\_\_ Date: \_\_\_\_\_

REFER TO: FTR 302-6.2d or the Employee on the Move Handbook for information.

THE FOLLOWING ITEMS ARE NOT REIMBURSABLE:

Processing fee	Home warranty or homeowner's association fee
Tax service fee	Cashier's check
Underwriting fee	General repairs and maintenance
Commitment fee	Document Preparation fee to the lender

**EXPENSES INCURRED IN PURCHASE OR SALE OF A RESIDENCE**

"P" is for purchase and "S" is for sale

P or S	REIMBURSABLE ITEMS:	Settlement statement line item	Amount Incurred
S	Total sales commission - not to exceed 7% of the sale price Price _____ X _____ % = _____		\$
P	Loan origination fee - not to exceed 1% of the amount of the loan		\$
P / S	Appraisal		\$
P	Credit Report		\$
P	Lenders inspection fee		\$
P	Flood certificate		\$
P / S	Settlement / closing fee		\$
P	Document preparation fee for title work		\$
P / S	Abstract or title search		\$
P / S	Title exam		\$
P / S	Title Insurance: Purchase = Lender's coverage Sale = Owner's coverage Documentation of the specific lender's / owner's coverage premium is required, if not listed on the settlement statement.		\$
P / S	Survey		\$
P / S	Recording: Purchase = Deed + Mortgage Sale = Releases		\$
P / S	City / County / State Stamps		\$
P / S	Sales / transfer taxes		\$
P / S	Pest inspection		\$
P	Inspections: Purchase (only if required by the lender)		\$
P / S	Attorney's fees		\$
P / S	Other incidental expenses:		\$ \$ \$ \$ \$
<b>TOTAL EXPENSES CLAIMED</b>			\$